

7 CFR PART 250

CHAPTER I

INTRODUCTION

A. STATE DISTRIBUTION PROGRAM

The United States Department of Agriculture (USDA) offers donated food to all states that wish to participate in the Food Distribution Program. States order donated food in amounts they can effectively use and properly store. The food is allocated on a fair-share basis. The USDA pays for processing, packaging, and transporting the donated foods to individual state distribution centers.

In California, the program is administered by the Food Distribution Program (FDP) of the California Department of Education's Nutrition Services Division (NSD).



The donated food is received at private and state distribution centers for redistribution to eligible agencies throughout the state.

Offerings of donated food from the state distribution centers are sent to all agencies based on a regularly scheduled basis throughout the year. Orders are filled about three weeks after they are received from participating agencies. Agencies are then billed to cover the costs of food storage, delivery, and management of the program.

The FDP also offers to agencies (that meet minimum delivery requirements) the option of receiving deliveries every month, rather than every other month. The selection of this option must be made with the first offering of each year.

DIRECT SHIPMENT AGENCIES

Some agencies, because of their large size, are eligible to receive shipments of donated food directly from the USDA vendor to their facilities at a reduced service and handling charge.

These agencies must be able to accept donated food in one-quarter minimum truck or railcar-load quantities and have the capability to provide proper handling and storage. Agencies that elect to take direct delivery do not receive traditional offerings from state distribution centers. They work directly with state staff, under the direction of the Direct Ship Ordering Coordinator.

Recipient agencies should have the capacity to store a two-month supply of food in either their own facilities or in

commercial storage facilities. The types of facilities are dry, refrigerated, and freezer storage.

USDA regulations also require that all recipient agencies establish and maintain perpetual inventory records that indicate the receipt and use of all donated foods.

The variety of donated foods may change from time to time due to market conditions. Food is purchased specifically for the National School Lunch Program by the USDA Food and Consumer Services Branch. Selections are based on several factors, including the nutritional needs of children, recommendations from recipient agencies, and market supplies and prices.

COOPERATIVE ORGANIZATIONS

A group of agencies may consolidate to form a donated food cooperative and, because of their large size, may also receive direct shipment. Agencies interested in forming cooperatives believe that direct shipments will help them to increase utilization of donated foods, increase participation in processing of donated foods, and reduce storage costs.

In the donated food cooperative arrangement, a group of individual eligible recipient agencies select a lead agency and assign their donated food allotment and responsibility for related management activities to that agency. This requires an agreement between the agencies making the assignment and the agency receiving the assignment.

The lead agency is responsible for ordering, receiving, storing, and ensuring accountability for all donated food received for the cooperative.

In order to be entitled to direct delivery of donated food, a cooperative must represent agencies with a combined total average daily participation of at least 50,000.

The FDP must be notified of the group's intent to form a cooperative by December 1 of the preceding school year in which the cooperative plans to be in operation. Agencies that choose to become part of a donated food cooperative must remain a member for the entire school year. Agencies that wish to withdraw membership in the cooperative for the next year must provide written notification to the lead agency and FDP of the intent to rescind their assignment agreement.

B. WAREHOUSE LOCATIONS

<p align="center">SOUTHERN REGION - POMONA DISTRIBUTION CENTER Food Distribution Program Food Distribution Center 2550 Fulton Road Pomona, CA 91767-2176 (909) 596-7777 Fax: (909) 596-5447</p> <p align="center">Delivery Group Numbers and Names of Counties Served:</p>			
<u>Group I</u>		<u>Group II</u>	
Imperial	Riverside	Los Angeles	
Inyo	San Bernardino	San Diego	
Kern	San Luis Obispo	Ventura	
Mono	Santa Barbara		
Orange			
<p align="center">NORTHERN REGION - SACRAMENTO DISTRIBUTION CENTER Food Distribution Program Food Distribution Center 610 Bercut Drive, Suite A Sacramento, CA 95814 (916) 324-0162 FAX (916) 324-0177</p> <p align="center">Delivery Group Numbers and Names of Counties Served:</p>			
<u>Group I</u>		<u>Group II</u>	
Alpine	Placer	Alameda	Plumas
Amador	San Benito	Butte	Sacramento
Calaveras	San Francisco	Colusa	Shasta
El Dorado	San Joaquin	Contra Costa	Sierra
Fresno	San Mateo	Del Norte	Siskiyou
Kings	Santa Clara	Glenn	Solano
Madera	Santa Cruz	Humboldt	Sonoma
Mariposa	Stanislaus	Lake	Sutter
Merced	Tulare	Lassen	Tehama
Monterey	Tuolumne	Marin 53.	Trinity
Nevada		Mendocino	Yolo
		Modoc	Yuba
		Napa	

C. DIRECTORY BY PROGRAM AND UNIT

Food Distribution Program		
Peggy Tolley, Administrator	ptolley@cde.ca.gov	(916) 324-9874
Vacant, Office Technician		(916) 323-7181
FDP Office Fax		Fax (916) 327-3412
Commodity Distribution Unit		
Violet Henry, Manager	vhenry@cde.ca.gov	(916) 323-0319
Ginny Fraser, Office Technician	gfraser@cde.ca.gov	(916) 323-0865
CDU Office Fax		Fax (916) 327-4004
Teresa Pino (Offering Coordinator)	tpino@cde.ca.gov	(916) 445-2651
Carol Guenther-Wilson Commodity Consultant, Northern Region	cguenthe@cde.ca.gov	(916) 324-9875
Amy Bell Commodity Consultant, Southern Region	abell@cde.ca.gov	(916) 322-5051
Desirea Lee, Ordering Coordinator	delee@cde.ca.gov	(916) 324-7130
Marina Villalpando Direct Ship Coordinator	mvillalp@cde.ca.gov	(916) 324-0577
Anna Osborn State Cooperative Coordinator	aosborn@cde.ca.gov	(916) 445-0404
Dora Croft Advance Order Coordinator	dcroft@cde.ca.gov	(916) 323-7175
Jose Padilla, Processing Consultant	jpadilla@cde.ca.gov	(916) 324-7132
John Marklund, Processing Consultant	jmarklun@cde.ca.gov	(916) 324-6154
John Marklund, Commodity Supplemental Food Program Coordinator	jmarklun@cde.ca.gov	(916) 324-9880
State Distribution Centers		
Northern Region – Sacramento Distribution Center		
Andy Valdez, Warehouse Manager	avaldez@cde.ca.gov	(916) 323-1217
Main Warehouse		(916) 324-0162 Fax (916) 324-0177
Warehouse Office		(916) 324-0167 Fax (916) 324-0177
Delivery		(916) 324-0174 Fax (916) 324-0168
Southern Region – Pomona Distribution Center		
Margie Nuno, Office Supervisor	mnuno@cde.ca.gov	(916) 596-7777
Fredy Pardo, Warehouse Manager	fpardo@cde.ca.gov	(916) 596-7777 Fax (909) 596-5447
CDE Website	www.cde.ca.gov/	
NSD Toll-Free Phone Number		1 800 952-5609
USDA Commodity Information	www.commodityfoods.usda.gov	
USDA Information	www.fns.usda.gov/	
USDA Complaint Hotline		1 800 446-6991

D. DIRECTORY BY TOPIC

Topic	Phone Number	Job Title	Location
Advance Orders to Processors for Schools	(916) 323-7175	Advance Order Coordinator	Sacramento Central Office
Average Daily Participation (ADP) Factor Allocation	(916) 324-7130	Ordering Coordinator	Sacramento Central Office
Average Daily Participation Factor Information (ADP)	(916) 323-8577	Database Coordinator	Sacramento Central Office
Billing-direct ship and private coops	(916) 323-4442 (916) 323-7177	Account Clerk	Sacramento Central Office
Billing – South warehouse agencies and state coops	(909) 596-7777	Order Desk Clerk	Pomona Warehouse
Billing - North warehouse agencies and state coops	(916) 324-0172	Account Clerk	Sacramento Warehouse
Commercial Project – warehouse - South	(909) 596-7777	Order Desk Clerk	Pomona Warehouse
Commercial Project – warehouse - North	(916) 327-3558	Account Clerk	Sacramento Warehouse
Commodity Acceptability/Preference Surveys	(916) 322-5051	Commodity Consultant	Sacramento Central Office
Commodity Complaints on USDA Foods	(916) 324-9875	Commodity Consultant	Sacramento Central Office
Commodity Complaints on USDA Foods – USDA Complaint Hotline	(800) 446-6991	Complaint Hotline Desk	USDA Headquarters
Commodity Distribution Agreements	North (916) 324-9875 South (916) 322-5051	Commodity Consultants	Sacramento Central Office
Commodity Fact Sheets	(916) 322-5051	Commodity Consultant	Sacramento Central Office
Commodity Fair Market Value Updates	(916) 324-7130	Ordering Coordinator	Sacramento Central Office
Commodity Offerings	(916) 445-2651	Offering Coordinator	Sacramento Central Office
Commodity Orders and Entitlement Tracking	(916) 324-7130	Ordering Coordinator	Sacramento Central Office
Commodity Inventories	North (916) 324-9875 South (916) 322-5051	Commodity Consultants	Sacramento Central Office

Topic	Phone Number	Job Title	Location
Commodity Losses	North (916) 324-9875 South (916) 322-5051	Commodity Consultants	Sacramento Central Office
Commodity Past Due Accounts	(916) 323-7191	Office Supervisor	Sacramento Central Office
Commodity Transfers	North (916) 324-9875 South (916) 322-5051	Commodity Consultants	Sacramento Central Office
Coops (private)	(916) 324-0577	Direct Ship Coordinator	Sacramento Central Office
Credits – direct ship and private coops	(916) 324-0577	Direct Ship Coordinator	Sacramento Central Office
Credits - South	(909) 596-7777	Order Desk Clerk	Pomona Warehouse
Credits - North	(916) 324-0172	Order Desk Clerk	Sacramento Warehouse
Database Maintenance – name, address, vendor number changes	(916) 323-8577	Database Coordinator	Sacramento Central Office
Delivery Problems and Complaints -South	(909) 596-7777	Office Supervisor	Pomona Warehouse
Delivery Problems and Complaints - North	(916) 324-0164	Office Supervisor	Sacramento Warehouse
Department of Defense Fresh Fruit and Vegetable Project (DOD)	(916) 322-5051	Commodity Consultant	Sacramento Central Office
DOD Entitlement Tracking	(916) 323-7177	Account Clerk	Sacramento Central Office
Destination for USDA Shipment changes (Entity Codes)	(916) 324-9876	Senior Account Clerk	Sacramento Central Office
Direct Shipment Agencies	(916) 324-0577	Direct Ship Coordinator	Sacramento Central Office
Extended Storage – South	(909) 596-7777	Extended Storage Clerk	Pomona Warehouse
Extended Storage – North	(916) 324-0172	Extended Storage Clerk	Sacramento Warehouse
Food Alerts (Commodity Recalls)	(916) 322-5051	Commodity Consultant	Sacramento Central Office
Inventory – Recipient Agency	North (916) 324-9875 South (916) 322-5051	Commodity Consultants	Sacramento Central Office

Topic	Phone Number	Job Title	Location
Inventory – South Warehouse	(909) 596-7777	Inventory Coordinator	Pomona Warehouse
Inventory – North Warehouse	(916) 324-0174	Inventory Coordinator	Sacramento Warehouse
Invoices-direct ship and private coops	(916) 323-4442 (916) 323-7177	Account Clerk	Sacramento Central Office
Invoices-South warehouse agencies and state coops	(909) 596-7777	Order Desk Clerk	Pomona Warehouse
Invoices-North warehouse agencies and state coops	(916) 324-0171	Order Desk Clerk	Sacramento Warehouse
Offerings/Orders – South	(909) 596-7777	Order Desk Clerk	Pomona Warehouse
Offerings/Orders – North	(916) 324-0171	Order Desk Clerk	Sacramento Warehouse
Pass-Through Commodities – South	(909) 596-7777	Inventory Coordinator	Pomona Warehouse
Pass-Through Commodities – North	(916) 324-0174	Inventory Coordinator	Sacramento Warehouse
Pick-up Appointments – South	(909) 596-7777	Order Desk Clerk	Pomona Warehouse
Pick-up Appointments	(916) 324-0171	Order Desk Clerk	Sacramento Warehouse
Processor – applications, renewals, information	(916) 324-7132 or (916) 324-6154	Processing Consultants	Sacramento Central Office
Processor – monthly reports, inventory, status	(916) 324-0579	Senior Account Clerk	Sacramento Central Office
Processors – warehouse South	(909) 596-7777	Order Desk Clerk	Pomona Warehouse
Processors – warehouse North	(916) 324-0171	Order Desk Clerk	Sacramento Warehouse
Produce Orders – South	(909) 596-7777	Office Supervisor	Pomona Warehouse
Produce Orders – North	(916) 324-0164	Office Supervisor	Sacramento Warehouse
Shipping Problems	(916) 324-7130	Ordering Coordinator	Sacramento Central Office
Special Orders – South	(909) 596-7777	Office Supervisor	Pomona Warehouse
Special Orders – North	(916) 324-0164	Office Supervisor	Sacramento Warehouse

Topic	Phone Number	Job Title	Location
State Coops	(916) 445-0404	State Coop Coordinator	Sacramento Central Office
State Coops – orders and billing (warehouse) – South	(909) 596-7777	Inventory Coordinator or Extended Storage Clerk	Pomona Warehouse
State Coops – orders and billing (warehouse) – North	(916) 324-0172 (916) 324-0174	Inventory Coordinator or Extended Storage Clerk	Sacramento Warehouse
Summer Food Service Program	(916) 322-5051	Commodity Consultant	Sacramento Central Office
Tag Ends – South	(909) 596-7777	Office Supervisor	Pomona Warehouse
Tag Ends - North	(916) 324-0164	Office Supervisor	Sacramento Warehouse
USDA Liaison with Allocation Staff	(916) 324-7130	Ordering Coordinator	Sacramento Central Office
Waivers for Poultry Inspection (USDA)	(916) 324-0171	Office Supervisor	Sacramento Warehouse

E. ORGANIZATION CHART

